

**From:** [Zipf, Lynn](#)  
**To:** [Penman, Crystal](#); [Murray, Cheryl](#); [Fields, Wanda](#); [Aguirre, Janita](#)  
**Cc:** [Myers, Kevin](#); [Baker, Philip](#); [Torrez, Alfredo](#); [Stevens, Robert](#); [Knolton, Lashan](#)  
**Subject:** RE: Desk Delivery for OW AA WJCE (b) (7)(C) January 13, 2022  
**Date:** Friday, January 7, 2022 4:35:13 PM  
**Attachments:** [image001.png](#)

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I would assume so. Is that a Premier Support request or separate?

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Lynn Zipf  
Acting Director, Organizational Support Services  
Management and Operations Staff  
Office of Water

(202) 564-1509

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**From:** Penman, Crystal <Penman.Crystal@epa.gov>  
**Sent:** Friday, January 7, 2022 4:16 PM  
**To:** Zipf, Lynn <Zipf.Lynn@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>  
**Cc:** Myers, Kevin <Myers.Kevin@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>  
**Subject:** RE: Desk Delivery for OW AA WJCE (b) (7)(C) January 13, 2022

Will Radhika's phone/phone line move as well?

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**From:** Zipf, Lynn <[Zipf.Lynn@epa.gov](mailto:Zipf.Lynn@epa.gov)>  
**Sent:** Friday, January 7, 2022 3:58 PM  
**To:** Murray, Cheryl <[Murray.Cheryl@epa.gov](mailto:Murray.Cheryl@epa.gov)>; Fields, Wanda <[Fields.Wanda@epa.gov](mailto:Fields.Wanda@epa.gov)>; Aguirre, Janita <[Aguirre.Janita@epa.gov](mailto:Aguirre.Janita@epa.gov)>; Penman, Crystal <[Penman.Crystal@epa.gov](mailto:Penman.Crystal@epa.gov)>  
**Cc:** Myers, Kevin <[Myers.Kevin@epa.gov](mailto:Myers.Kevin@epa.gov)>; Baker, Philip <[baker.philip@epa.gov](mailto:baker.philip@epa.gov)>; Torrez, Alfredo <[Torrez.Alfredo@epa.gov](mailto:Torrez.Alfredo@epa.gov)>; Stevens, Robert <[Stevens.Robert@epa.gov](mailto:Stevens.Robert@epa.gov)>; Knolton, Lashan <[Knolton.Lashan@epa.gov](mailto:Knolton.Lashan@epa.gov)>  
**Subject:** RE: Desk Delivery for OW AA WJCE (b) (7)(C) January 13, 2022

[@Murray, Cheryl](#) – below is a schematic of how the OW AA would like WJCE (b) (7)(C) to be set up. Per this email chain, the desk currently in WJCE (b) (7)(C) needs to be taken out, and some of the other furniture moved. Please work with Building Services to get the desk removed and furniture moved early next week, Monday/Tuesday January 10/11.

[@Aguirre, Janita](#) and [@Penman, Crystal](#) – Please coordinate with Premier Support to make sure all of the electronic equipment has been moved from the desk and other furniture, and that the Screen and Video System is moved to its new location and functioning once the furniture has been moved.

[@Fields, Wanda](#) – please confirm that the new desk will be delivered to WJCE (b) (7)(C).

I will go in on Monday to make sure the desk drawers etc are empty.

As you all read through this email, please let me know what I missed and still needs to be taken care of.

Thank you in advance for your assistance.



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**From:** Murray, Cheryl <[Murray.Cheryl@epa.gov](mailto:Murray.Cheryl@epa.gov)>  
**Sent:** Thursday, January 6, 2022 8:03 AM  
**To:** Zipf, Lynn <[Zipf.Lynn@epa.gov](mailto:Zipf.Lynn@epa.gov)>  
**Cc:** Myers, Kevin <[Myers.Kevin@epa.gov](mailto:Myers.Kevin@epa.gov)>  
**Subject:** RE: Desk Delivery for OW AA (b) (7)(C) January 13, 2022

Good Morning Lynn,

Per our phone conversation, please let me know when labor services can remove the desk in Suite (b) (7)(C). In order for the desk to be removed, it will need to be clear of the computer equipment and phone. Keep in mind that the data/electrical outlets are in place for the existing configuration. There might be a cost to switch out data/electrical outlets if you want to have a new configuration. Thanks and call me if you have any questions.

Cheryl D. Murray  
Building Manager  
Ronald Reagan Building, Room (b) (7)(C)  
(202) 564-3003 (Office)  
(202) 510-3395 (Cell)  
(202) 564-2590 (Fax)

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**From:** Zipf, Lynn <[Zipf.Lynn@epa.gov](mailto:Zipf.Lynn@epa.gov)>  
**Sent:** Wednesday, January 05, 2022 2:59 PM  
**To:** Murray, Cheryl <[Murray.Cheryl@epa.gov](mailto:Murray.Cheryl@epa.gov)>  
**Cc:** Myers, Kevin <[Myers.Kevin@epa.gov](mailto:Myers.Kevin@epa.gov)>; Baker, Philip <[baker.philip@epa.gov](mailto:baker.philip@epa.gov)>; Stevens, Robert <[Stevens.Robert@epa.gov](mailto:Stevens.Robert@epa.gov)>; Knolton, Lashan <[Knolton.Lashan@epa.gov](mailto:Knolton.Lashan@epa.gov)>; Torrez, Alfredo <[Torrez.Alfredo@epa.gov](mailto:Torrez.Alfredo@epa.gov)>; Aguirre, Janita <[Aguirre.Janita@epa.gov](mailto:Aguirre.Janita@epa.gov)>; Penman, Crystal <[Penman.Crystal@epa.gov](mailto:Penman.Crystal@epa.gov)>; Fields, Wanda <[Fields.Wanda@epa.gov](mailto:Fields.Wanda@epa.gov)>  
**Subject:** Desk Delivery for OW AA (b) (7)(C) January 13, 2022

Cheryl, the desk for OW's AA will be delivered on January 13, 2022. Given that a new desk is being delivered, the old desk will need to be removed. In addition, the AA has asked for some of the furniture to be moved to allow for a different configuration and location of the new desk in her office. I still need to check on the OW AA's calendar for availability and least disturbance on January 12/13 2022 to make all of this happen.

Please let me know how to best coordinate this.

Thanks in advance for your assistance.

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